

CCDA Narrative Monthly Budget Plan

Total Budget for FY 14-15 \$511,000.00

Current Month's expenditures:

\$25,695.35

NOTE: The fund categories can be re-allocated as needed.

PERSONNEL SERVICES

A. Salary and Benefits – Total: Budget \$350,000 FY 14-15

B. Position Count- 4 plus

Commissioners (Per Diem), Executive Director, 2 Program Analysts, and Office Technician

Benefits include: health care, retirement, unemployment, and other staff benefits

(Current Month personnel expenditures: \$14,850.17)

Appointed Commissioners Per Diem- A budget of \$9,000.00 is included in the Salary and Benefits totals. Individually commissioners can receive up to \$1,200.00 per FY.

We have 11 appointed commissioner positions that can individually receive \$100 Per Diem for the attendance of required meetings (Currently we have 1 vacancy).

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OPERATING EXPENSES AND EQUIPMENT

C. General Expense-Budget Total: \$45,000.00

- **Office Supplies** including binders, file folders, printer paper, toner, staples, etc
- **Printing:** to include flyers, registration forms, handouts, workshop information, binding etc.
- **Phone and Internet Service:**
- **Postage:** Includes mailing, postage of flyers, program announcements, fiscal reports etc.
- **Meeting Support:** caption, meeting minutes, meeting rentals etc.

D. Facilities Operation- Total: \$39,000.00

- Monthly rent for Executive Staff office(current monthly cost \$3,120.75)

E. Travel – Total: \$8,000.00

- Travel includes local travel and TEC from all commission meeting travel

F. Training – Total: \$18,000.00

- Training scheduled for staff professional development and commissioner orientations

G. Consultant/Professional Services – Total: \$27,000.00

- Internal Contracts for Fiscal Services, Human Resources, and IT Services.

H. Information Technology – Total: \$24,000.00

- Website redesign, hosting, and hardware/software technical support

**(Current Month Operating expenses and equipment expenditures:
\$10,845.10)**

Total: \$511,000.00